

## NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128  
Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)  
Phone: (305) 523-5980 – Human Resources  
Email: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

### **Position: Human Resources Generalist (One or more positions may be filled)**

**Announcement No: 2024-CLK-14**

**Duty Station: Miami, Florida**

**Salary: \$51,087-\$63,867 New federal employees**

**\$51,087-\$83,038 Current federal employees**

**(CL 25), commensurate with experience and prior federal service**



### **Important Dates**

Opening: 04/08/2024

Closing: Open Until Filled

First review date: 04/19/2024

### **Position Overview**

The Human Resources Generalist provides specialized support to the manager and co-workers as well as clerical, administrative and technical support for human resources activities. This position also provides training to users for local and national human resources information systems.

### **Representative Duties**

- Act as backup within the office and when necessary, serve as primary contact for human resources transactions and activities.
- Process human resources and payroll actions, including actions arising from recruitment and workers' compensation claims.
- Primary responsibility for background and investigation checks for contractors, including fingerprinting and issuing credentials.
- Oversee intern/extern program for chambers staff, including gathering data for fair employment practices.
- Serve as point of contact for various human resources technology initiatives including, orientation of new users and assistance in resolving end-user issues. Aids in cross-training co-workers.
- Greets visitors in person and on the telephone by answering routine questions. Receive and prioritize incoming materials, including mail and faxes, and route to appropriate individuals.
- Track and enter time-sensitive data, such as date of promotion and performance evaluation information. Assist with maintenance of leave and timekeeping records. Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and answering routine benefit questions.
- Maintain office materials, supplies and handouts. Perform other related duties as assigned.

### **Qualification Requirements**

- Requires at least one year of specialized experience.
- Specialized experience is defined as progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, and terminology of human resources administration.
- Knowledge/experience with procedures and practices as they relate to human resources management and processing related paperwork and transactions.
- Education may not be substituted for specialized experience.

### **U.S. District Court,**

### **Southern District of Florida**

The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The district spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

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## Court Preferred Qualifications & Skills

- Previous experience working in a human resources office or other field in which access to secure information and in which maintaining confidentiality is required and routine.
- Previous experience working with employees and management in an office setting.
- Displayed ability to communicate with tact and professionalism, both orally and in writing, including public-speaking experience.
- Displayed ability to use Human Resources Information Systems (HRIS), Adobe, Excel, PowerPoint, and Office 365, including SharePoint to create content, generate spreadsheets to manage data, and design training materials.
- Bachelor's degree from an accredited college/university in a field of academic study such as human resources, psychology, sociology, human relations, business, or public administration.

## Duty Station/Organizational Relationship

This position reports to the Human Resources Manager. Human Resources provides services to the Clerk's Office, Judges and chambers staff, U.S. Probation, and legal interns – approximately 550 employees. The main location is in Miami, Florida. Occasional travel to divisional offices is required.

## Benefits

This U.S. Courts position is an "Excepted Appointment" and judicial employees are considered "At-Will". Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, dental and vision insurance and a Flexible Benefits Program that includes medical and dependent care reimbursement.

## Background Investigation & Fair Chance to Compete Act (FCA):

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed. This position is covered under the FCA. Only those candidates who receive a conditional job offer will be asked to provide verbal or written statements about criminal history.

## Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered. For more information on working for the federal courts, please visit [www.uscourts.gov/Careers](http://www.uscourts.gov/Careers).



## How to Apply

Attachments must be in Adobe (.pdf) or Word (.doc or .docx) format. The required attachments must be consolidated into one document. Do not copy/paste your documents into the email.

**Required Attachments:** Cover letter, resume, Federal Employment Application (AO 78). Form AO-78 can be found on our web site under the employment tab, how to apply.

Web site: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Submit the completed application package via email. **Email**

**address:**

**[flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)**

Please make sure to annotate the announcement number on the subject line.

**Announcement #: 2024-CLK-14**

The Federal Court practices zero tolerance for illegal drug use.

Applicants must be a United States Citizen or eligible to work in the United States.  
THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.